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## **Computer Graphics Technician**

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### **Position Statement**

Responsible for developing and producing FEMA Disaster mitigation presentations and publications for the Community Education and Outreach (CEO) Branch. The Technician must establish goals and strategies, and accomplish results based on an overall vision of each project. Creates from a variety of inputs (FEMA, state, county, city, ***Project Impact*** partners and communities), disaster specific mitigation productions and publications. Works under the supervision of the Publications Development Manager and provides services to all of the functions of the CEO Branch.

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### **Attributes**

#### **Knowledge**

Understanding of mitigation programs, strategies, and techniques. Knowledge of computer hardware and software essential in desktop publishing including presentation and graphics creation, editing and publication. Knowledge of the logistics of printing and document distribution.

#### **Skills and Abilities**

- ❑ Expert in desktop publishing and printing with a concentration on graphic design
- ❑ Graphic presentation, organizational, problem solving, interpersonal skills.
- ❑ Ability to establish priorities.
- ❑ Ability to edit, categorize and save new and edited documents in editable and reproducible format.
- ❑ Ability to create products with artistic qualities to enhance product usability.
- ❑ Able to incorporate and create products in an HTML format for use on the FEMA Internet Website.

### **Duties**

- ❑ Provide graphics and publication support for CEO Branch staff.
- ❑ Edit, save and catalog disaster-specific photos on CD-ROM.
- ❑ Catalog and organize imagery files by location, date, and type of illustrated mitigation.
- ❑ Convert hard copies of mitigation brochures relevant to the disaster to appropriate digital format.
- ❑ Produce PowerPoint presentations.
- ❑ Format and edit reports and design layout for end product publication.
- ❑ Submit and monitor publication print orders to contractors.
- ❑ Organize and catalog presentation folders.
- ❑ Maintain graphic resource library (clipart, pictures, folders, books, CDs).
- ❑ Coordinate with Internal/External Briefing Coordinator to provide technical assistance regarding mitigation-related press releases.
- ❑ Attend mitigation staff meetings as requested.
- ❑ Provide Situation Report input to the PDM.
- ❑ Maintain an activities log noting Situation and After-Action Report items